Royal Mail

Order your 2021 products directly from us

Title (Mr, Mrs, Miss, Ms, Other) _____

First Name _____

Surname _____

Address _____

_____

_____ Postcode _____

Telephone no _____

Email address _____

Contact details

Royal Mail Direct
PO Box 1373
SUNDERLAND SR5 9PG

Call **03457 640 640** Fax **0191 512 3463**
Visit **shop.royalmail.com**

VAT registration number 243 1700 02

This order form is intended for business customers only.
To make it easier for you, we've pre-populated the descriptions below with our most frequently purchased products.
When filling in your order, please ensure you write clearly in **black ink** and within the outline of the boxes. e.g. 4

Customer Account No. _____ **Mailing Code** 21BUS/1 **Order Date** D D M M Y Y

Description	Code	Unit Price	Quantity	Total Price
100 x 1st Class Self Adhesive Stamps	SDN1	£85.00		
100 x 2nd Class Self Adhesive Stamps	SDN2	£66.00		
50 x 1st Class Large Letter Stamps	SLDN1	£64.50		
50 x 2nd Class Large Letter Stamps	SLDN2	£48.00		
25 x 50p Stamps	D050	£12.50		
25 x £1.00 Stamps	D100	£25.00		
25 x £1.70 Stamps	D170	£42.50		
25 x £2.55 Stamps	D255	£63.75		
25 x £3.25 Stamps	D325	£81.25		
100 x 1st Class DL Envelopes	V1	£94.00		
100 x 2nd Class DL Envelopes	V2	£75.00		
100 x 1st Class DL Window Envelopes	V3	£94.50		
100 x 2nd Class DL Window Envelopes	V4	£75.50		

Order Total £ £ £ £ · p p

Signature _____ Date _____

By signing this form, the person signing agrees to the Royal Mail Direct Terms and Conditions on behalf of the business named above (Terms and conditions are available at royalmail.com/direct)

Please tick your chosen payment method and complete the details below.

☐ I enclose a cheque made payable to **'Royal Mail'**. Please debit my ☐ Credit Card ☐ Debit Card

My card number is

My start date is My expiry date is My Issue number is

☐ Please charge to my existing Variable Direct Debit.

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Please return this form to the address above

T20/E/Doc

Are your name and address details correct?

If your details are correct please tick here ☐

If your details are different from those printed on the letter then please enter your new details and the reasons for changing below.

PLEASE USE BLOCK CAPITALS

Title (Mr, Mrs, Miss, Ms, Other) _____ First Name _____

Surname _____ Job Title _____

Company Name _____ Address _____

_____ Postcode _____

Telephone no. _____ Customer account number _____
(switchboard, inc. STD code)

Email address _____

Reason for change to the above details

☐ I have moved to a different work location

☐ Named contact has left the organisation

☐ My organisation is no longer based at the previous address

☐ My organisation has changed its name

☐ I have taken over from the named contact

☐ Named contact no longer requires this information

☐ My organisation has ceased trading

Keeping you informed

Royal Mail Group would like to keep in touch with you about our products, services and offers that might interest you, unless you have indicated an objection to receiving such information by ticking the relevant box(es) below:

☐ Post opt-out ☐ Telephone opt-out ☐ Email opt-out ☐ Text opt-out

Royal Mail takes your privacy very seriously. For more details, please read our Privacy Policy (a copy of which is available at: **royalmail.com/privacy-policy**).

Please return this form to:
Royal Mail Direct, PO Box 1373, SUNDERLAND SR5 9PG